Glossary for Computer and Technology Education Standards

Areas of Technology - Energy, power and transportation; communication; construction; manufacturing; and biotechnology.

Closed Loop System - A system that uses feedback to affect the process.

Components - Parts of the computer system, such as keyboard, monitor, or mouse.

Computer Numerical Control (CNC) - Manufacturing process in which numerical directions contained in a computer program control and monitor machines' operations.

Connectivity - The act of communicating between computers, terminals, and networks.

Data Files - The creation of a file with an application, including information you type, edit, view, or save. A document may be a business report, a picture, or a letter and is stored as a file on a disk.

Devices - Things used or constructed for particular purposes such as machines to perform one or more relatively simple tasks. (American Heritage Dictionary)

Electronic Communication - Any method used to convey a message that has been transmitted via electronic means such as e-mail, video conferencing, etc.

Entry-Level Skills - Basic skills required entering a given occupation.

Feedback - The return of information about the result of a process. (American Heritage Dictionary)

File Management - Provides functions to delete, copy, move, rename, view files, and manage directories or folders.

Hyperlinks - A section of text or graphic "links" that when clicked, will take you to another area of a service or Web Page. Most Internet Service Providers support hyperlinks in browsers, Instant Messages and E-Mail. Links are helpful in routing to locations within documents or Internet addresses.

Information Processing Cycle - Data processing; the capturing, storing, updating, and retrieving of data and information.

Input - Something put into a system or expended in its operation to achieve a result or output. (American Heritage Dictionary)

Input Devices - Peripheral devices that enter data into the computer, such as a keyboard, scanner, mouse, or digitizer tablet.

Intranet - An internal (private) network inside a company or organization that works much like the Internet.

Local Area Network (LAN) - A group of computers at a single location that are connected by phone lines, network cables of various configurations. Usually controlled and administered by the system operator, the network administrator.

Model - Simplified version of real objects, events, or systems; often a smaller, simpler version of a real thing.

Multimedia - The use of more than one media, such as any combination of sound, graphics, animation, and video. A multimedia software application contains images, audio, text and, in many cases, video clips and animations.

Open Loop System - A system that does not use information about the output to affect the process.

Operating System Files - Files necessary to run the computer's operating system, such as DOS, Windows, or System 7.

Optimization - The process of seeking the most favorable condition or solution to a goal by balancing the trading-off results on more than one criterion.

Organizational Formats - Outlines, Venn diagrams, web mapping, flow charts or any other schematic used to organize information.

Output - The results, good and bad, of the operation of any system.

Output Devices - Any peripherals that transfer or transmit data from the computer, such as screen, printer, or communications line.

Product - Something produced by human effort or a natural process.

Program Files - An executable file that starts an application or program. A program file has an .EXE, .PIF, .COM, or .BAT filename extension.

Prototype - A working model of a new product, intended to test it operation. (Wright)

Qualifying Modifiers - A word used before an adjective to show the degree of the adjective. i.e. Chemotherapy is the <u>most</u> effective treatment for cancer.)

Resources - The things needed to get a job done. In a technical system the seven types of resources are people, information, materials, tools and machines, energy, capital, and time.

System - A group of interacting, interrelated, or interdependent elements forming a complex whole. (American Heritage Dictionary) Types of systems include: open loop, closed loop, simple, complex, micro, macro, energy, power and transportation; communication; construction; manufacturing; and biotechnology.

Technology - Human innovation in action. It involves the generation of knowledge and processes to develop systems that solve problems and extend human capabilities. (ITEA) The use of accumulated knowledge to process resources to satisfy human needs and wants. (Hacker)

Telecommuting - A term used to indicate the process of working outside of the office by a modem hookup to the main office system.

Teleconferencing - Voice or video over a telephone line in which more than two people are simultaneously connected.

Trade-offs - An exchange of one thing in return for another to achieve a desired result.

Venn diagrams - A pictoral representation using circles and squares so positioned as to represent an operation in set theory. A graph that employs circles to represent logical relations by the inclusion, exclusion, or intersection of the circles.

Wide Area Network (WAN) - A private long distance network that uses leased lines to connect computers or LANs. A wide area network is a linking of computers not physically attached through conventional network connectivity. Usually the WAN connection is a dedicated or high-grade dial up phone link. It is often done with T1 or T3 connections but can also be through satellite or other technologies.